

# CAL POLY HUMBOLDT

## Minutes

### University Space & Facilities Advisory Committee

**MEETING LOCATION:** Zoom Meeting (COVID-19)  
**MEETING TIME:** Friday, May 20, 2022, 11:00AM-12:00PM

Voting		Non-Voting	
	Sherie Gordon	x	Travis Fleming
	Bethany Rizzardi	x	Bella Gray
x	Michael Fisher	x	Deirdre Clem
	Katie Koscielak		Kassidy Banducci
x	Wendy Sotomayor	x	Elizabeth Whitchurch
	Eric Riggs		
	Steve St. Onge		
x	Josh Callahan		
x	James Woglom		
	Kristen Stegeman-Gould		
	Josefina Barrantes		
	Cooper Jones		

Quorum (6 or more) - no

1. **Previous Meeting Notes**
  - a. [April 29, 2022 meeting minutes](#) - no quorum to approve - review next meeting.
2. **AY2021 USFAC Details**
  - a. USFAC Reporting (Senate)
    - i. discussion with SenEx recently regarding CES Guidelines
3. **USFAC Working Groups**
  - a. Public Art Working Group - Jim Woglom
    - i. Received completed proposals from Hispanic Serving Institute. PAWG to meet soon to discuss.
  - b. Naming Committee - Mike Fisher & Kristen Stegeman-Gould
    - i. Gutswurak addition to [SAC Lower and Upper Quads](#)? Mike Fisher to discuss with Kristen Gould
    - ii. A group is being formed to discuss the new name for the Craftsman Student Housing project
  - c. Facilities Use Working Group - Mike Fisher
    - i. [Stakeholder review schedule](#)
    - ii. [CES Guidelines](#)
      1. It's important to note that this is a living document and can change during practice.
      2. Plan to roll out for summer use.

3. Does URPC need to review and approve? James Woglom to ask Monty Mola to see if SenEx can be proxy for URPC, or if URPC can vote via email. URPC may not have quorum for summer. SenEx review may be enough for this and URPC review is not necessary.
- iii. Vote by email so CES can start utilizing the guidelines. Deirdre Clem will send out a vote request email.
- d. Landscape Working Group - Liz Whitchurch
  - i. Native American Studies Rou Dalagurr Food Sovereignty Lab & Traditional Ecological Knowledges Institute
    1. Co-Management and Shared Maintenance Agreement update
      - a. Sherie Gordon met with legal counsel, Dustin May, and reviewed the concept of the agreement, and it was determined that the USFAC should rely on the existing Space Policy as this arrangement is between two campus entities in agreement together, not CSU and an off-campus entity. This allows the elimination of the termination clause and exchange of value. Therefore, these elements do not need to be within the agreement.
      - b. LTAS will continue to work on an agreement draft with the Steering Committee.
    2. Outdoor space allocation
      - a. The LTAS met with the steering committee again about moving into a structure that supports an every-day maintenance and co-management agreement.
      - b. Do they need a space request for outdoor allocation?
        - i. Out of cycle space request allocation - see Space Policy Process Guide. The Steering Committee would like to know about this process.
        - ii. Do we need to update the process guide ahead of the approval of outdoor space allocation specific for this allocation? We can process their space allocation and edit the policy and process guide to include out of cycle concurrently/afterwards.
    3. Determine recommendation and vote by email?
      - a. Recommendation wording? Outdoor allocation pursuant to a shared maintenance and co-management agreement
  - ii. [Space Policy Updates](#) - to be updated and be reviewed/approved in Fall 2022.
    1. Update from "Facilities Working Group" to "University Space and Facilities Advisory Committee"
    2. Update from "Humboldt State University" to "Cal Poly Humboldt"
    3. Scope section update to include outdoor space allocation and also auxiliaries
    4. Update Process Guide to specify out-of-cycle in more detail, and outdoor/exterior space allocations

#### 4. Space Management

- a. Vacated space - N/A
- b. Allocation changes -
  - i. Informational: [Correction in Facilities Link](#): BSS 168 Native American Studies (NAS) Food Sovereignty Lab to NAS Dept from All School. See [space request approval](#) for allocation to OAA Division. Clarify/discuss Department allocation. No vote needed.
    1. Will this be in 25Live? Currently classified as 'Teaching Laboratory'. Is it more of a conference room and schedulable in 25Live, or would it be more like a departmental office and not in 25Live? Confirm with Department.
- c. Capacity changes - N/A

**5. Action Items**

- a. 1.a. April 29, 2022 Meeting Minutes - no quorum
- b. 3.c.iii. CES Guidelines Vote - no quorum
- c. 3.d.ii. NAS FSL Outdoor Allocation Vote - no quorum

**REMINDER- Next USFAC meeting is Friday, June 3, 2022, 11:00AM, Zoom Meeting**